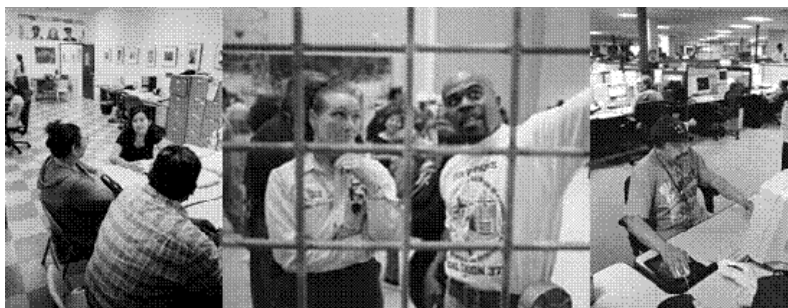


Division of Workers' Compensation



Temporary CD filing by External Users





Objectives

- Submission of CD
 - Folders
 - Documents
 - CD Identifier Sheet
- Legacy Forms
 - Data transfer to eForm
 - Attachments
 - Batch submission
 - Confirmation

Submission of CD

- CD

- Senders name
- Senders phone
- Date (MM/DD/YYYY)
- Folder Names



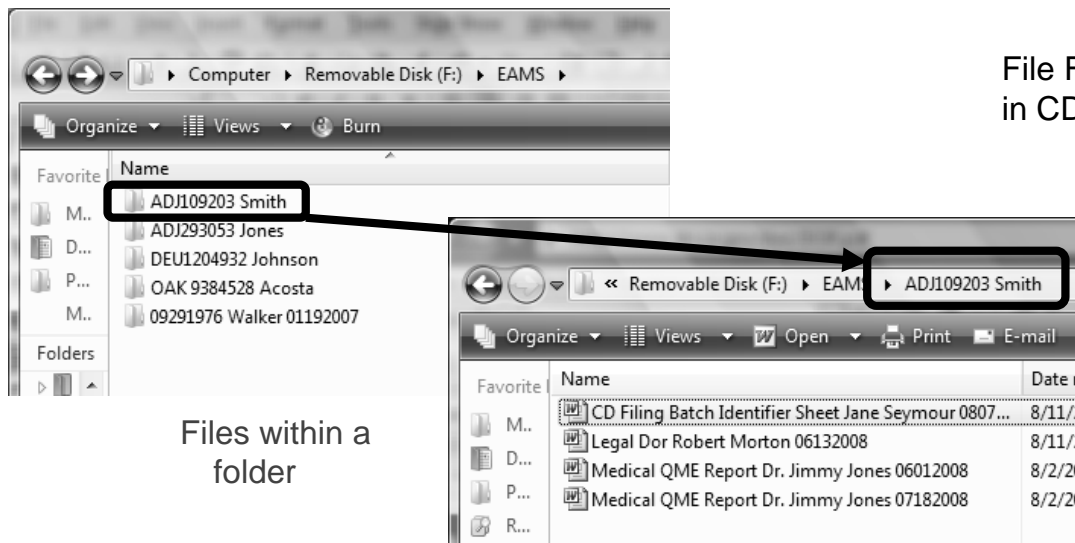
CD Format

- Contains no more than 5 file folders
- Each folder signifies document(s) for a specific case
 - Naming convention of folders
 - Existing Case
 - Case type (examples: ADJ, DEU, RSU, etc.)
 - Case Number (for existing cases)
 - Last name of Injured Worker
 - Example: ADJ109203 Smith
 ADJ293053 Jones
 DEU1204932 Johnson
 OAK9384528 Acosta
 - New Case
 - Date of Birth
 - Last Name of Injured Worker
 - Date of Injury
 - Example: 09291976 Walker 01192007

Documents

- Formatted in MS Word or PDF
- Naming convention of files
 - Document type
 - Examples of ADJ Document Type (other units will have different doc types):
 - Employer
 - Evidence
 - Legal
 - Lien or Bills
 - Medical
 - Misc
 - Document title (see attached list)
 - Author (person who created the document)
 - Document date (MMDDYYYY)
 - Example: Legal DOR Robert Morton 06132008
 - Medical QME Reports Dr. James Quincy 07182003
 - Medical QME Reports Dr. James Quincy10082003

Folders and Files



- First document is the CD Filing Batch Identifier Sheet
- Second document is the Legacy Form
- All other supporting documents

CD Filing Batch Identifier Sheet

A CD Identifier Sheet must be completed for each folder.

Example: If 5 folders are on a CD, 5 CD Identifier Sheets would be attached.

This fill able form can be typed otherwise print clearly.



CD Filing Batch Identifier Sheet

Applicant other than Injured Worker Insurance Carrier ☐ Employer ☐ Lien Claimant ☐

Your Name

Contact Number

EAMS Case#

Legacy Case#

Injured Workers' Last

Name, First Name

Date of Injury

Date Received

FOR DWC USE

Date Entered

into EAMS

Batch ID#

Initials

Confirm in

FileNet

Companion Case Number

DOC TYPE *	DOC TITLE	AUTHOR (FIRST AND LAST)	DOC DATE (MM/DD/YYYY)

* Doc Type

ADP:	Employer	Evidence	Legal	Lien / Bills	Medical	Misc
DEB:	DEB Docs - Other	DEB Forms	Medical Report	Misc		
INT:	AD Legal	Legal Docs	Medical Docs	Misc		
RLI:	Lien / Bills	Non Form	Misc			
UEP:	Hearing	Investigation	Legal	Lien / Bills	Medical Docs	Medical Report
	Misc					
VOC:	Hearing	Lien / Bills	Medical Doc	Misc	Non Form	Rehab Docs
	RTW SJDB Doc	VOC Rehab Doc				

CD Filing Batch Identifier Sheet (Cont)

- Mandatory Fields
 - Application Information
 - Employer Information
- Optional Fields
 - Applicant Attorney Information
 - Insurance Carrier Information
 - Defense Attorney Information



CD Filing Batch Identifier Sheet

Applicant Information

Applicant First Name	
Applicant Last Name	
Address	
City, State Zip	
Applicant SSN	
Date of Injury	
Date of Birth	

Applicant Attorney (optional)

Attorney Name	
Law Firm	
Address	
City, State Zip	
Telephone	

Employer Information: Insured ☐ Self-Insured ☐ Legally Uninsured ☐ Uninsured ☐

Employer Name	
Address	
City, State Zip	

Insurance Carrier (optional)

Insurance Carrier Name	
Address	
City, State Zip	

Defense Attorney (optional)

Law Firm	
Address	
City, State Zip	
Telephone	

* Doc Type

ADJ:	Employer	Evidence	Legal	Lien/Bills	Medical	Misc
PRE:	DEI Docs - Other	DEI Forms	Legal Report	Misc		
INT:	AD Legal	Legal Docs	Medical Docs	Misc		
RSL:	Lien/Bills	Non-Form	Misc			
UEF:	Hearing	Investigation	Legal	Lien/Bills	Medical Docs	Medical Report
	Misc					
VOC:	Hearing	Lien/Bills	Medical Doc	Misc	Non-Form	Rehab Docs
	RTW S/DI Doc	VOC Rehab Doc				

Complete information on CD Filing Batch Identifier Sheet

Complete your

- Name
- Contact Number
- Company Name

Name

Jane Seymour

Contact Number

555-555-5555

Company Name

Law Office of Jane Seymour

and the Injured worker's

- Case number
- Name
- Date of injury

EAMS Case#

ADJ 109203

Legacy Case#

Injured Workers' Last
Name, First Name

Smith, John

Date of Injury

02/04/2007

Legacy Case refers to the old WCAB case number. You may use the Legacy Case number when the EAMS Case number is unknown.

Completing Companion Case information

Documents can be received in companion cases, if any.

If EAMS case number is unknown, list the Legacy case number.

Companion Case Number

ADJ 832472		
LAO 0094832		
LAO 0098736		

Document Type and Title

Specified **Document Types** and **Document Title** are required for submission to FileNet.

DOC TYPE *	DOC TITLE	AUTHOR (FIRST AND LAST)	DOC DATE (MM/DD/YYYY)
Misc	CD Filing Batch Identifier Sheet	Jane Seymour	08/11/2008
Legal	DOR	Jane Seymour	08/11/2008
Medical	QME Report	Dr. Jimmy Jones	06/01/2008
Medical	QME Report	Dr. Jimmy Jones	07/18/2008

Document Types
are listed at the
bottom of this
form. →


* Doc Type	Employer	Evidence	Legal	Lien/Bills	Medical	Misc
ADJ:	DEU Docs - Other	DEU Forms	Legal	Misc		
INT:	AD Legal	Legal Docs	Medical Report	Misc		
RSU:	Lien/Bills	Non-Form	Medical Docs			
UEP:	Hearing	Investigation	Misc			
	Misc		Legal	Lien/Bills	Medical Docs	Medical Report
VOC:	Hearing	Lien/Bills	Medical Doc	Misc	Non-Form	Rehab Docs
	RTW SJDB Doc	VOC Rehab Doc				

Document Titles are appended at the end of these instructions.

Date Received

The Date Received box will be stamped on the date in which the CD and CD Identifier Sheet(s) are received by DWC.

For DWC use

Date Received	
Date Entered into EAMS	
Batch ID#	
Initials	
Confirm in FileNet	

Legacy Forms

EAMS eForm

EAMS EAMS eForm

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**STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET**

Companion Cases Exist ☐ More than 15 Companion Cases ☐

Date: (mm/dd/yyyy) 08/07/2008

Case Number: ADJ109203 SSN(Numbers Only) 555557777

☒ Specific Injury 02/04/2008 (START DATE (mm/dd/yyyy)) (If Specific Injury, use the start date as the specific date of injury)

☐ Cumulative Injury (START DATE (mm/dd/yyyy)) (END DATE (mm/dd/yyyy))

Body Part 1: 200 NECK Body Part 2:

Body Part 3: Body Part 4:

Other Body Parts:

Please check unit to be filed on (check only one box):

☒ ADJ ☐ DEU ☐ SIF ☐ UEF ☐ VOC ☐ INT ☐ RSU

Companion Cases:

Add Attachments Submit Get Help

Legacy Form (PDF format)

**STATE OF CALIFORNIA
WORKERS' COMPENSATION APPEALS BOARD**

Case No. ADJ109203

**DECLARATION OF READINESS
TO PROCEED**

John Smith Applicant
vs.
AA Auto Defendants

NOTICE: Any objection to the proceedings requested by a Declaration of Readiness to proceed shall be filed and served within ten (10) days after service of the Declaration. (Rule 104.16)

The ☒ Employee or Applicant
☐ Defendant
☐ Lien Claimant requests that this case be set for hearing at Oakland (Place)

and Declarant states under penalty of perjury that he or she is presently ready to proceed to hearing on the issues below and has made the following efforts to resolve these issues:

Declarant requests: ☒ Mandatory Settlement Conference ☐ Status Conference ☐ Rating MSC* ☐ Priority Conference (d.c. §502(e))

At the present time the principal issues are:

☐ Compensation Rate ☐ Rehabilitation
☒ Temporary Disability ☐ Self-procured Treatment
☐ Permanent Disability ☐ Future Medical Treatment
☐ Other

Declarant relies on the report(s) of Doctor(s) dated

When a Legacy form and supporting documents are submitted, the DWC staff member will place the eForm on one screen and the Legacy form on the other screen.

Transfer of Data from Legacy Form to EAMS eForm

The DWC employee will copy and paste the required fields from the Legacy Form into the eForm.

EAMS Electronic Adjudication Management System

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**STATE OF CALIFORNIA
DWC DISTRICT OFFICE
E-COVER SHEET**

Companion Cases Exist ☐

More than 15 Companion Cases ☐

Date: (MM/DD/YYYY) 08/07/2008

Case Number*: **ADJ109203**

☒ Specific Injury (START DATE: MM/DD/YYYY) (END DATE: MM/DD/YYYY)
(If Specific Injury, use the start date as the specific date of injury)

Body Part 1*: 200 NECK Body Part 2: Body Part 3: Body Part 4:

Other Body Parts:

Please check unit to be filed on (check only one box) *

☒ ADJ ☐ DEU ☐ SIF ☐ UEF ☐ VOC ☐ INT

Companion Cases

Add Attachments **Submit**

Paste

**STATE OF CALIFORNIA
WORKERS' COMPENSATION APPEALS BOARD**

John Smith Case No. **ADJ109203**

Applicant

vs.

AA Auto Defendants

**DECLARATION OF READINESS
TO PROCEED**

NOTICE: Any objection to the proceedings requested by a Declaration of Readiness to proceed shall be filed and served within **ten (10) days** after service of the Declaration. (Rule 10416)

The ☒ Employee or Applicant ☐ Defendant ☐ Lien Claimant requests that this case be set for hearing at Oakland (Place)

and Declarant states under penalty of perjury that he or she is presently ready to proceed to hearing on the issues below and has made the following efforts to resolve these issues: _____

Declarant requests: ☒ Mandatory Settlement Conference ☐ Status Conference ☐ Rating MSC* ☐ Priority Conference (L.C. §5502(e))

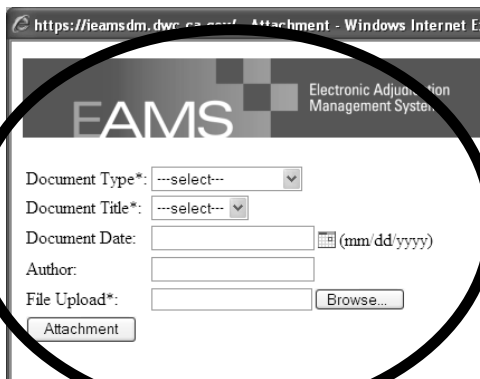
At the present time the principal issues are:

☐ Compensation Rate ☐ Rehabilitation
☒ Temporary Disability ☐ Self-procured Treatment
☐ Permanent Disability ☐ Future Medical Treatment
☐ Other _____

Copy

Uploading attachments

The attachments are added one by one using the document naming format for each attachment to create a separator sheet for each.



https://ieamsdm.dwc.ca.gov/Attachment - Windows Internet Explorer

FAMS Electronic Adjudication Management System


Document Type*:

Document Title*:

Document Date: (mm/dd/yyyy)

Author:

File Upload*:



https://ieamsdm.dwc.ca.gov/?hdmContextName=%2Fdwcforms&p

FAMS Electronic Adjudication Management System

Document Type*:

Document Title*:

Document Date: (mm/dd/yyyy)

Author:

File Upload*:

Batch submission



Submission of this eform through EAMS constitutes service upon any internal DWC unit.

Batch ID: 42673

Date: 08/07/2008 01:39:50



The batch is uploaded into FileNet and a Batch ID number is returned.

The next business day a DWC staff will confirm entry into FileNet.

Confirmation of FileNet entry

Items Found: 2

View: **Detailed** Show Item

Title	Doc Title	Doc Type	Doc Status	Admitted	Admitted Prop ID	Proponent	Author	Operator Id	EAMS Doc ID	Doc Date	Doc Entry Date	Received Date
	THIRD PARTY	LEGAL								8/7/08	8/7/08	8/7/08
	RELEASE	DOCS								12:00 AM	12:00 AM	12:00 AM
 Legal Dor Jane Seymour 06132008.doc 	DECLARATION OF READINESS TO PROCEED	LEGAL DOCS	PUBLIC				Jane Seymour	user1199	19516	8/7/08 12:00 AM	8/7/08 1:44 PM	8/7/08 12:00 AM

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Internet

FileNet displays all document associated to a case at the unit level. FileNet allows users to search for documents that were uploaded into EAMS.

Documents submitted are processed in the overnight batch run and will be available for viewing the next business day.



Questions
